

Dear RAITH users,

Our RAITH150 Two is heavily overbooked, and we must specify more rules for booking the RAITH system. RAITH is special because the expositions could be very short – a few minutes or seconds – or very long – a few hours or even tens of hours in special cases. The duration can be unpredictable if there is a new design or project.

1. Only **two future reservations** for RAITH within standard working hours (Mo-Fri, 8 a.m.-5 p.m.) are allowed. Also, the end of the reservation is counted!

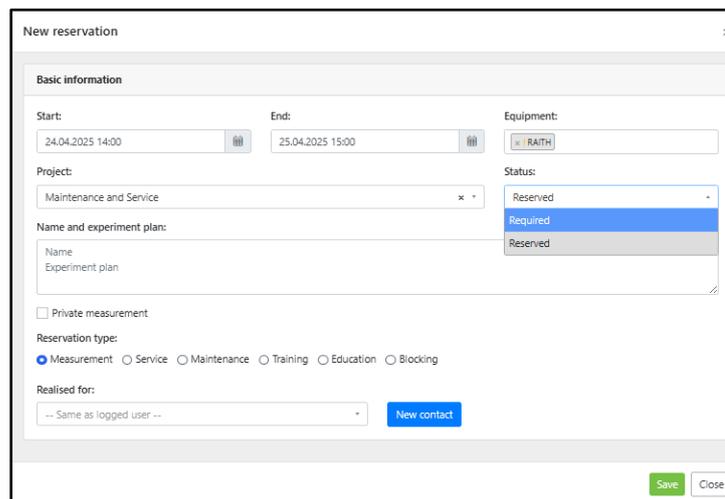
For example, a working-hour reservation can be made between 6 p.m. and 10 a.m. or 11 a.m. and 2 p.m.

2. Aside from point 1, only **one future reservation** outside standard working hours (5 p.m. – 8 a.m.) or weekend and bank holiday is allowed.

For example, a reservation outside working hours can be made in a slot from 8 p.m. to 10 p.m. or from 6 p.m. on Friday to 2 p.m. on Saturday.

Note: Remember the buddy system in hours when required, and you need to be in the lab to set the beam, etc.

3. If someone cancels the reservation and you want to use the open slot, you can book it. If you make the reservation on the same day, it is not counted towards the limit of your reservations. If it appears for the next days and you book it, you must delete one of your future reservations – in this case, the number of overall reservations is limited to three as described in points 1 and 2.
4. If you have longer than **20 hours of lithography**, make the reservation **as a request**. After consultation with the guarantor/alternative guarantor, the request will be evaluated, and the reservation will be deleted or approved.



5. Please consider whether the design can be optimized. We can help you find a better and shorter way for exposition. Also, check the exposition times in the RAITH Protocol Tool in existing projects, and try to calculate the time in new projects with the patterning generator.
6. If you book the system for another user to switch later, you are using the reservation of another user or similar things that are not fair to others, your reservation will be deleted, and you can be banned from the clean room for two weeks.

7. Please, start your work on the instrument on time. A 15-minute delay in the reservation start time is acceptable. If you are absent after 15 minutes of your reservation, your reservation can be deleted, and another user can use the open slot.

8. Send the message to others when you finish earlier, or if you need to delete your reservation.



9. Be kind to other users, it can happen that the exposition is longer than expected (different conditions, such as current, new design, etc.). It is nice to let the previous user finish the exposition. If you make a deal with a previous user about shifting your slot because of some troubles, edit the time of your reservation.

10. If you need to unload samples after long lithography and can't be in the lab (late evening, early morning), you can contact and ask the next user to help you remove your samples.